**Presentations, Posters and Chairs**

**Instructions for Oral presenters:** Please read the following instructions carefully for a smooth presentation.

* Please note the day, time and session number of your talk in the Conference Programme.
* Speakers are asked to identify themselves to the session chairs 10 minutes before the start of their session.
* Please keep to your allocated time.
* For plenary presentations, the time allocated is 40 minutes with 50 minutes allocated for the keynote address. The amount of time for questions is up to the speaker; however, they will be advised when they only have 10 minutes remaining by the chairperson.
* For all other papers the time allocated is 15 minutes plus 3 minutes for questions.
* The chairperson will inform you when 15 minutes have passed, and will stop you after 18 minutes.
* Oral presentations need to be loaded onto the system a half a day in advance. To do this, speakers should report to the lecture hall in which they will be speaking with their talk on a USB or CD in Power Point Windows format (preferably a .pptx or .ppsx file). An assistant (in green t-shirt) will help you to load your talk onto the system.
* The filename should include your last name and session number (see the Conference Programme) so that it can be filed correctly.
* Once you have loaded your talk, please check that it is functioning properly in that lecture hall. Check this as early as possible before your talk so as you have time to sort out any problems.

**Instructions for Poster presenters:** Posters will be displayed in the Landscape Building foyer, throughout the conference.

* Each poster has been allocated a number and a place on the poster boards.
* Please get your poster number from the Conference Programme and locate the corresponding space in the foyer.
* Posters must be put up no later than 1:15 pm on Monday.
* Velcro dots will be available for mounting your poster. Assistants (in green t-shirts) will be there to help you as needed.
* Please be next to your poster during the “wine and cheese” poster session on Monday at 5.30–6.30 pm.
* Posters must be removed by Wednesday at 4:00 pm.

**Instructions for Session Chairs:** Thank-you for agreeing to chair a session. Below are some guidelines to keep the sessions running smoothly.

* Take the time to meet with your speakers before the session starts.
* Check that all your speakers have loaded their talks before the session begins
* Make sure all your speakers are familiar with their timetable and know how to run the AV system. There will be two people in the room to help with AV and timing someone in the lecture theatre to help with equipment if needed.
* The session starts on time, regardless of whether people are still arriving.
* Please keep speakers within time, give them a warning at 15 minutes AND STOP THEM AT 18 MINUTES.
* Leave time for changing between speakers: roughly 2 minutes.
* If the speaker finishes early, don’t start the next talk early. Invite questions or discussion on previous talks until it’s time for the next speaker.